

EXPENSE MANAGEMENT



Leverage best practices in expense management.

Reduce the costs associated with travel.

Conduct analysis in real time.

As organizations search for ways to trim unnecessary costs, automating the management of travel and expenses is one way to achieve immediate bottom-line results. The move from paper-based entry to electronic capture of time and expenses, for example, can reduce processing time by up to 80 percent.

Expense automation enables you to increase compliance and improves your ability to leverage supplier discounts—which in turn can create up to 10 percent savings in the cost of goods and services. It also allows you to switch from paper checks to electronic employee and vendor payments, further reducing costs and allowing you more control over settlement dates, or floats.

With Oracle's PeopleSoft Enterprise Expense Management, you can:

- Implement best practices in time and expense management.
- Reduce costs.
- Benefit from real-time reporting and analytics.

Achieve Best Practices

Expense Management cuts costs by helping you establish and implement best practices across the organization. Specific features include streamlined data entry, enforcement of internal controls, and enhanced approval and audit approval processing.

- Provide a central location for all employee travel- and expense-related functions that minimizes clicks and improves usability.
- Access a single, comprehensive page that displays report information, as well as detailed expense lines.
- View default accounting for the entire expense report or to apply an outstanding cash advance to the report.
- Leverage its multiple-user design for both occasional and frequent users. Expense Management's intuitive interface design and standard default values allow both user groups to complete their expense transactions within minutes.
- Use the worklist of approval and audit pages to empower managers and auditors with a high level of flexibility in process automation and management.
- Define approval routing rules for transferring expense transactions to other approvers.
- Automatically updates the approval list for travel authorizations, cash advances, expense reports, and time reports every time someone clicks the Approve button. This capability ensures that the right transaction is always routed to the right approver in a timely fashion.



One-Stop Travel and Expense Center

You can rapidly create time and expense reports with the new spreadsheet interface, pre-approve employee travel, and link to MyWallet, a real-time interface to credit card transactions, for quick expense entry. Managers have one-click access to out-of-the-box reporting.

- Support multiple levels of delegation and reassignment from the worklist.
- Configure global business rules for individual provinces or countries.
- Accommodate value-added taxes (VAT) in the consumption country and province.
- Enter VAT amount manually or let the system calculate it for you, based on your organization's configuration.
- Adhere to Defense Contract Audit Agency (DCAA) requirements to help government contractors effectively manage time and expense entry for contracts.
- Eliminate the need for employees to determine what values to enter.

Cost Reduction

At a time when spending controls are critical, Expense Management provides features that allow you to take control of the operational costs that are related to unauthorized or maverick spending.

- Leverage commitment control capabilities that reduce the chance of reimbursing employees or vendors and later learning that no funds are allotted for the expense.
- Check travel authorizations against budgets prior to approval, as well as expense reports prior to approval and payment.
- Support real-time budget checking, as well as batch processing for all expense transactions that are subject to commitment control.
- Deny or cancel previously authorized travel, automatically reversing unencumbered budget dollars.
- Enhanced Corporate Credit Card Integration lets you define your processes,

policies, and procedures for corporate credit cards. Expense Management offers out-of-the-box integration to MasterCard, Visa International, American Express, Diners Club, and US Bank.

- Use enhanced functionality to calculate variable auto mileage. For example, the system can be triggered to split reimbursement rates an employee's accumulated auto mileage spans multiple distance rate ranges.
- Create detailed and summarized project information to show which projects have yielded the greatest value.
- Facilitate decisions with metric-driven analysis provides assurance that project-based time and expenses are recorded correctly.
- Create a budget for travel or project expenses and view spend prior to incurring the expense.
- Rollover encumbered funds from one budget period to another—closing the budget item in a prior budget period and automatically adding a new entry to the current budget period—simplifying the process of ensuring that travel spend is on track.

Real-Time Reporting and Analytics

Expense Management contains sophisticated reporting and analytics that enable you to track, in real time, the performance of your expense management system. For reporting, transaction-in-progress functionality enables managers, auditors, and executives to easily determine where transactions are in the overall process and make inquiries about specific transactions. This capability allows you to spot potential and existing problems and identify areas for improvement.

Expense Management includes embedded analytics at five transactional stages:

- Expenses estimated but actual expenses not entered (past due).
- Expenses recorded but not approved.
- Expenses approved but not reimbursed or paid.
- Time estimated but actual time not entered (past due).
- Time recorded but not approved.

Extensive out-of-the-box reporting, including:

- Leverage default project and organizational information from User Profiles to
- Leverage a reconciliation report and file to suppliers along with the electronic payment file to help key suppliers accurately record consolidated corporate card payments and accurately issue negotiated rebates.

Leverage Integration

When you integrate Expense Management with other PeopleSoft Enterprise and third-party applications, you get enterprise-wide control of your reimbursement process with minimal integration costs. Use each product's strengths to best help you achieve your expense management goals.

Create Expense Report
Expense Report Entry
Kenneth Schumacher

Set individual user defaults for personalized support.

Item	Business Date	Amount	Currency	Payment Type	Billable
RA Travel	01/06/2004	1,200.00	USD	American Express	Billable
Dinner	01/06/2004	20.00	USD	Prepaid Expense	Non-Billable
Advertisement Message	01/06/2004	7.87	USD	American Express	Billable
Entertainment - Meals	01/06/2004	20.00	USD	Visa	Billable

Summary:

Employee Expenses	1,227.87 USD	Non-Employee	8.80 USD
Non-Payable Expenses	7.87 USD	Non-Visible	1,020.80 USD
Prepaid Expenses	20.00 USD		
Employee Credits	0.00 USD		
Vendor Credits	0.00 USD		
Cash Advances	0.00 USD		

Buttons: Save For Later, Print and Export, Expense Report Summary, Print Summary

Easily identify pre paid, non billable, credit card transactions, and summary of spend.

Rapid Expense Entry with Spreadsheet Interface

With Expense Management, you can enter multiple expense items in one spreadsheet-like interface and check for errors in expense reports before routing for approval. All errors are displayed at once to minimize data correction time.

- Populate employee tables with organizational, personal, and job data from Oracle's PeopleSoft Enterprise HCM or any HR system.
- Receive direct deposit and bank account information from Oracle's PeopleSoft Enterprise Payroll.
- Use the flexibility of Oracle's PeopleSoft Enterprise Payables to define different reimbursement pay cycles for employees and vendors.
- Transfer project-costing data to Oracle's PeopleSoft Enterprise Projects so you can invoice expenses through PeopleSoft Enterprise Billing.
- Post expense report and cash advance accounting entries in Oracle's PeopleSoft Enterprise General Ledger or third-party financial systems. Integrate with PeopleSoft Enterprise Performance Management applications for cross-application analysis and reporting.
- Utilize preconfigured workflow, approvals, and audits to streamline implementation.

ESA Is Your Complete Solution

Oracle's PeopleSoft Enterprise Service Automation is an integrated, complete solution that is designed specifically for CIOs and IT managers to align projects with corporate objectives, reduce project delivery costs, and increase resource usage.

Leading companies, including Marriott International and Sun Microsystems, use Service Automation to reduce spending, achieve faster returns on IT investments, and become more effective partners with business units across their organizations.

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